



How to Apply For a State Of Alabama Job Using the Online Employment System (OES)

CREATING A USERID AND PASSWORD TO THE OES WEBSITE

- ☐ Navigate your browser here: [Create New Account](#)
- ☐ Complete the online form:
 1. Select a Userid to logon with. We DO NOT recommend that you use your email address as a userid!
 2. Select a password that you will remember.
 3. Enter your email address. We recommend a non-business email address if you have one. Free email accounts are available through Gmail and Hotmail.
 4. Select a Secret Security Question. Please make this a question that only you would know the answer to. This question will be used to identify you should you forget your userid and/or password.
- ☐ Click the "Create User Account" button. If the resulting message says that you are successful then you are done, otherwise follow the instructions in the error message.
- ☐ The success message states that you will receive a confirmation email message. Follow the instructions in that message when you receive it in order to complete the authentication process. You will not be able to logon until the authentication process is complete. If for some reason you do not receive the confirmation email then navigate to the [MyProfile sign-on screen](#) and login with your new userid and password. The login will fail but below the login box you will see your security question. Type the answer into the textbox and click the "Activate Account" button.
- ☐ You will now be logged into your "MyProfile" account.

COMPLETING YOUR PROFILE

- ☐ In order to use the Online Employment System (OES) to generate a job application it is essential that your [Profile be completed](#). All sections of the profile (left-side vertical menu) must be displayed in green to proceed with the application process. Any section still showing in red is incomplete and must be completed before you can proceed.
- ☐ Please keep in mind that you have 15 to 20 minutes before the server will log you off. Clicking "Save and Continue" or any key that requests information from the web server will reset that 15 to 20 minute clock. Please keep this in mind as you plan breaks or leave the computer logged on. This is not a problem with the website. It was designed in this way to protect your personal information.
- ☐ NOTE: Completing your profile does not automatically submit an application to State Personnel for a job. Applying for a job is a separate step in this process. Your Profile is a tool of convenience that stores your personal information so you can quickly submit multiple applications without the need to retype your information multiple times.
- ☐ Please review this document for specific section by section information on completing your profile.
- ☐ To avoid possible difficulties, always complete the Demographics Section of the profile first.
- ☐ We do not regularly reference your Profile for information. Any changes made to your Profile will only affect future applications that you submit or print. It will not affect any application that has already been submitted to us. For example, if you change your address in your profile we will not know about the change unless you send us a new application.

FINDING A JOB THAT YOU ARE QUALIFIED FOR

- ☐ All open job announcements can be found here: [Job Announcements](#)
- ☐ There are three types of Job Announcements: Current, Continuous and Promotional. Current Announcements are only open for application for a short period of time, usually a few weeks, and then the announcement is closed. No applications will be accepted after the "Close Date". Continuous Announcements are open for application all the time and have no predetermined "Close Date". Promotional Announcements are only available to individuals who are currently employed as merit state employees. Check each announcement type for which you are eligible, for jobs that you may be qualified for.
- ☐ The job announcement will tell you what you need to know about the job responsibilities, salary range, application deadlines if any, requirements for eligibility, the type of examination method used to evaluate applicants and how to apply. It is an important document and you are strongly encouraged to read it thoroughly.
- ☐ In order to be considered for a job, you **MUST** meet the minimum requirements stated in the job announcement. Applicants not meeting minimum requirements will be disqualified immediately. So when selecting a job, please make sure that you meet the stated minimum requirements in the job announcement.

APPLYING FOR A JOB

- ☐ There are basically three ways to apply to the State of Alabama Personnel Department: first is to manually complete a paper application and either mail, FAX or hand-deliver it to us; second, use the OES system to generate a completed application from your profile information that you can then mail, FAX or hand-deliver to us; or third, you can use the OES system to electronically submit an application to us. Obviously, electronically submitting an application is the easiest way to submit an application but not all jobs can be applied for in this way.
- ☐ You can begin the application process from two places on the State Personnel website. The first and best way is from the [Job Announcement board](#). You will notice that to the far right of each job is either an "Apply Now" or "E-Apply Now" link. The "Apply" link will take you to a screen where you can print a PDF formatted application for the job you selected. Simply sign it and send it to us by mail, FAX or hand-delivery. The "E-Apply Now" link will take you through all the steps of applying for the job electronically. The second place you can apply is from within the OES system. From the [MyProfile home page](#) you can select the "[Print A Completed Job Application](#)" link. The dropdown list on the resulting screen will have every job that is available to be applied for. Clicking the "Build Application" button will open a new window with a completed, PDF formatted application for the job you selected.
- ☐ In order to print an application using the OES system, you must have a current version of Adobe Reader installed on your computer. If you need to install it, it can be found [HERE](#). You must also turn off pop-up blocking in your browser, otherwise the application will not display when the button is pushed. You will find information on how to do that [HERE](#).
- ☐ Finally, you always have the option of downloading the paper application and filling it out by hand. You can be downloaded from [HERE](#).
- ☐ The State Personnel Department does not at this time confirm the receipt of Applications. We will after a period of time (timing varies), send you a notice in the mail with either an exam schedule date, your exam score, request for more information or to let you know that you did not meet the minimum qualifications.

- ☐ Applications, transcripts and all Veteran's documents should be mailed to:

State Personnel Department
64 North Union Street
Montgomery, Alabama 36130

THE EXAMINATION PROCESS

- ☐ All applicants are subjected to some type of examination. Some exams are written tests that you will be scheduled for and must show up to take, however most exams are not. As a matter of fact, it is very possible that you could receive a score for a "test" you never showed up to take. You were in fact tested, you just weren't aware of it. This exam type is called a "T&E" exam (Training & Experience). In this type of examination, we closely evaluate your application looking for specific education, skills and job experience information. Your score is based upon what we do and do not find. Questionnaires are another possible examination tool that we may use to evaluate you. In this situation, after we have determined that you've met the minimum qualifications for the job, we send you a questionnaire and you are graded on your responses to our questions. There are other less commonly used exam types but the point is that everyone who meets the minimum qualifications for a job will be subjected to an examination, scored and ranked.
- ☐ If the examination type is a written exam, you will receive a post card in the mail with your scheduling information. You must show up and take the exam at your scheduled time. State Personnel will not reschedule missed exams. If you miss the exam, you will have to reapply and start the process over. Some exams are scheduled on a regular basis and some are not. It is strongly recommended that you not miss your exam date and time.
- ☐ Some examinations have study guides that you are encouraged to use in preparation for the exam. If the exam you are taking has a How To Prepare Guide, you will find it [HERE](#).

WHAT DO THE SCORES MEAN

- ☐ What is Banded Scoring?
Banding is one way to reduce the impact of fluctuations in test scores that do not provide meaningful information about differences in the ability to perform the job. One important purpose of testing is to identify the differences in test scores that reflect real differences among candidates. Banded scoring is a statistical procedure for grouping raw test scores that statistically are not meaningfully different from one another. In banded scoring, bands are set objectively and statistically. They are not manipulated arbitrarily.
- ☐ In other words, the banding of scores is similar to the A, B, C, etc. grades given in school where everyone who scored from 90 to 100 gets an A, 80 to 90 get a B, etc. Band 1 is the best band to be in, similar to an A in school. The important thing on any register is what your ranking (standing) is on the register for the job you applied for.
- ☐ As long as you are ranked in the top ten on the register then your name will appear on the list of individuals that is sent out to the hiring agencies when they ask for it. No one who is not in the top ten of the register can be considered for a job – they are said to be "unreachable" on the register. You can find out what your rank on the register is by logging on to the [MyProfile home page](#). It is in the section labeled "Registers You Appear on".

VIEWING YOUR REGISTER STANDINGS

- ☐ You will after a period of time (timing varies), receive a notice in the mail with your exam score. The mailing will direct you to the MyProfile home page to view your "Register Standing" for the job you applied for. The Register Standing is simply where you have ranked among all of the other people who have taken the same exam as you.
- ☐ Based upon the Preference selections you made when you submitted your application, you can be made eligible either Statewide or for particular counties within the state. If you selected Statewide availability, then your ranking in all 69 counties plus a Statewide ranking will be displayed to you. If you selected only certain counties then only those counties will be displayed.
- ☐ Please keep in mind, that on a continuous register (one that we are always accepting applications for) it is possible that you could be ranked differently from one day to the next. You could get bumped down on the register if someone else is added to the register that performed better on the exam than you did. It is also possible that your position could improve as people above you are hired or taken off the register.